



COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Inspection Division

221 West Pine Street/P.O. Box 3006, Lodi, CA 95240-1910

Tel: (209)333-6714 ~ Fax (209)333-6842

www.lodi.gov

Tenant Improvement Tuesdays (By Appointment Review & Permit Program)

Purpose:

This procedure establishes a program allowing a small business applicant to schedule an appointment on any **Tuesday** to meet one-on-one with Building, Planning, Electric Utility and Public Works Department plan review staff for the purpose of performing a plan review and initial approval for construction permit for proposed simple tenant improvements of a Business (B) or Mercantile (M) occupancy with a floor area of 2500 square feet or less, an occupancy of 49 or less and the contract valuation is less than \$45,500. (subject to annual adjustments) (LMC 15.44.030)

Times will be scheduled in one hour increments from 8:00 am to 12:00 noon by calling (209) 333-6714.

Note: Process does not insure a final construction permit will be issued should additional outside agency approvals be required, such as County Health Department, San Joaquin Valley Air Pollution Control Dist., etc. Certain uses may be subject to a Use Permit process via: the Planning Department. Please contact Planning at (209)333-6711.

Plan Document Submittal Requirements:

A. Construction Permit Application

B. Three (3) complete sets of Design Plans: (minimum 18"x 24" sheets size drawn to a standard of practice scale, typically 1/4" = 1'-0").

If designed by a Licensed Architect or Engineer, two of the three sets of plans must be wet-signed.

1. Cover Sheet specifying:

- Project Name (Specify: Tenant Improvement or Tenant Name) and Suite Number
- Project Governing Codes: 2013 California Building, Mechanical, Electrical, Plumbing and Energy Codes

c. Project General Notes and Specifications

d. Project Data: Occupancy Type: B or M Construction Type: VB, II-B, etc. Floor Area: (Sq. Ft.)

e. Statement of project Scope of Work and Proposed Use of Space

2. Site Plan showing and specifying:

a. Location of building on the site and tenants or occupancy types adjacent to the proposed tenant improvement.

b. Show "path of travel" from the proposed Tenant Improvement suite to "accessible parking spaces" and the "public way".

3. Floor Plan(s) showing and specifying:

a. All existing and new modifications related to the removal (demolition) and addition of walls, doors, new rooms and "accessible" restrooms.

4. Provide additional detail and specification sheets related to wall type and connection requirements, door size, type and hardware requirements and accessibility details.

5. Provide additional plan, detail and specification sheets, where necessary to show and specify all existing and new mechanical HVAC systems, ducts, intake and exhaust registers and fans, electrical panel(s), light fixtures, outlets and switches and plumbing fixtures and piping, etc.

6. Provide Title 24 Energy Compliance Documents for lighting, heating and air conditioning systems that have been changed, added or modified.

7. Include two (2) wet-signed structural calculations (where applicable)

Fees: Contact a Permit Technician for building permit fees at (209) 333-6714. Development Impact Fees may be applicable if the use of the tenant space or building is changed.